

STC Charter
State of Vermont
Agency of Administration
Subject: State Information Technology Committee Charter
Date: 9/8/2004

I. Background

The State Information Technology Committee, or STC, was established by the Secretary of Administration by way of a memorandum to selected secretaries and commissioners on July 6, 2004, as the group responsible for reorganizing information technology (IT) management in Vermont State government. The following sections describe the structure, operating procedures, and objectives of the committee.

II. Structure

The STC is a standing committee, i.e., a group that will meet on a regular basis for as long as deemed necessary by the Secretary of Administration, in order to plan and to ensure the accomplishment of its stated objectives.

The STC is comprised of the Commissioner/CIO of the Agency of Administration/Department of Information and Innovation, working in conjunction with six IT managers, one each from the following State government entities: the Agencies of Commerce and Community Affairs, Human Services, Transportation, and Natural Resources; and the Departments of Education and Public Safety.

No substitute members will be designated except where long-term effectiveness requires such action.

III. Operating Procedures

The STC will meet weekly in a combination of closed and open sessions unless an alternative schedule is deemed appropriate at some future date. Criteria for open/closed meetings will either be newly developed or adopted from other Vermont State government venues.

No quorum will be required in order for the representatives present to conduct their business, make decisions, and take effective actions in a timely way.

Internal communications will be accomplished primarily through the use of e-mail messages and attachments. Collaboration on document generation will be facilitated through the use of word processing software and annotation functions. Project management and scheduling will be performed

with the help of a commercial desktop software package already selected as the standard for the Department of Information and Innovation.

IV. Input, Reporting, and Communication

The STC will take input from other State entities and members of their IT staff, members of the Information Resource Management Advisory Council (IRMAC), and public/private membership advisory committees including the Technical Advisory Board, which was created by statute, as well as from the Vermont Institute on Government Effectiveness, Inc.

The STC will report monthly to the Secretary of Administration and other participating Secretaries, Commissioners, or their delegates. Reporting will be accomplished in both written and verbal formats. Additionally, each STC representative will provide input to the Governor's weekly report through their home agencies/departments. submissions.

Other forms of outreach communication will be performed through the CIO's website and other collections of audiences, both technical and non-technical, as appropriate.

V. Mission Statement

The State Information Technology Committee will provide guidance and leadership, based on collaborative efforts, for responsible management and sound technical decision making about information technology systems and infrastructures, in support of Vermont agencies, departments and offices, and their missions to serve the citizens of Vermont.

VI. Vision

The application of information technology to the internal functioning and external provision of services to the public by Vermont State government will be profoundly improved in the period of two years, as measured by nationally recognized survey groups such as the Center of Digital Government, as well as our own internal and external surveys.

VII. Responsibilities and Objective

- Identification and accomplishment of one or two quick success projects that will directly benefit all of State government, and enhance access to state services by the public
- Development of a new, statewide, strategic information technology plan to facilitate and promote:

- more comprehensive, accessible, and integrated information system implementations
 - more informed programmatic decision making
 - more effective use of State resources and
 - consolidated, government-wide e-mail and calendaring functions
- Establishment of policies and standards in areas such as secure network management, Internet services, web content filtering, and asset management, which will lead to interoperable information systems and cost effective, secure, and appropriate data sharing
- Establishment of a balanced centralized /decentralized IT management model, that as assessed by STC, is the best structure with respect to the pursuit of maximizing the effectiveness the of the IT support staff throughout State government
- Establishment of functionally-oriented, technical subcommittees when deemed necessary for effective consultation and technical solution implementation